

West Groton Water Supply District
Minutes of the Monthly Meeting
May 22, 2012

The Meeting opened at 7:06 pm with the following persons in attendance:

Robert E. Blood, Emmett B. Risdon, and Douglas R. DeNatale, Commissioners
Gordon K. Newell, Superintendent/General Manager
Paul Curtin, Assistant General Manager

Meeting Agenda:

Minutes of the Previous Meeting: The April 3, 2012 Minutes of the Annual Meeting were approved and seconded. The April 10, 2012 Minutes of the Monthly Meeting were approved and seconded.

Review of Monthly Invoices: Invoices for the period April 11, 2012 through May 8, 2012 were approved for payment.

Report of the Treasurer & Office Operations: The format of the Monthly Treasurer's Report is currently being presented on a "cash basis" accounting format. The Treasurer is changing the format to "accrual basis" which will include all assets, receivables and payables in order to more accurately reflect the current financial status of the Water District. Commissioner Risdon expressed a desire for a breakdown of both commercial and residential delinquent accounts into 30/60/90 with accounts over 90 days highlighted. A separate spreadsheet will be included with the Treasurer's Report to reflect this information. It was noted that a principal pay down for the USDA Land Loan in the amount of \$15,000 approved at last year's fiscal meeting had not yet been paid as directed. The Board agreed that the amount should still be paid prior to the end of this fiscal year. The Board approved a request to establish a petty cash fund in the amount of \$50 to cover small office expenses like postage. The Treasurer noted that the District is required to pay Federal Medicare Tax on employees hired after 1986 and that line item will now appear on the Treasurer's Report. A mention was made that the Monthly Meeting Agenda is now being posted on the WGWSO website. Commissioner DeNatale stated that Monthly Meeting Minutes should also be posted on the website once the minutes have been approved. Gordon stated that the Minutes must be made available to the public 10 days after the meeting in accordance with the Open Meeting Laws. A note will be placed on the website that the current minutes will be posted after approval, but that a draft copy will be available in the office prior to official approval.

Reading of Letter by Mrs. Keoseian speaking for Janet M. Shea: Mrs. Keoseian stood and stated that Janet was hospitalized for pneumonia, but was released yesterday, May 21st to her residence. Janet was medically directed to not attend the meeting. Mrs. Keoseian stated the letter she was about to read was written by her husband Mihran Keoseian on behalf of Ms. Shea, but he was unable to attend. She, therefore, was reading the letter in place of her husband. The letter was read and Commissioner DeNatale did not wish to make a response to the letter a matter of public discussion. Gordon, the General Manager, personally expressed he did not agree with all the facts as presented. The Board expressed they would like the opportunity to read the

letter on their own time and absorb its contents. The Board would then like to extend an invitation to Ms. Shea to come and speak with the Board in Executive Session regarding this matter, being advised that she can have legal counsel attend if she so chooses.

Employee Handbook: Gordon was advised by Attorney Hyde to use an already established municipal handbook as a guide to creating a Handbook applicable to the District. The District obtained a copy of Town of Groton's Employee Handbook. This will be used as a guide to create a draft handbook for the District. The Board will then have the opportunity to review the draft. Once the Board approves the draft, the Handbook will be presented for review to the attorney for legal advisement prior to the final completion of the employee handbook for the District.

Service Truck Repairs and Replacement: Two truck repairs were done at a cost of around \$1100. Paul is looking into buying a new truck from the Plymouth County Bid List which will cost about \$27,000. There is a desire to have a truck with a utility body on it which will cost an additional \$4000-\$5000, but the offset is that a new plow will not be needed. Commissioner Blood agreed saying that it is more efficient to have vehicle with this type of body and that the majority of the cost of a utility body would be offset by reusing our existing plow. Commissioner DeNatale said purchase what is deemed best for the needs of the District.

Townsend Road Tank Progress: The Townsend Road Tank expansion is completed and final payment has been made.

New Business: Commissioner DeNatale asked about the Water System Study of Capital Plan for future projects for the Water District. Fire flow testing will be done after the next round of water samples. This study should be completed some time in September. Priorities for system infrastructure improvements can then be established based on the findings of the study. Commissioner DeNatale would like Gordon to check into the Energy Efficiency Grant Money for solar roofing. It was also noted that the upcoming June 12th Monthly Meeting will address the need for a special appropriation to cover funding for additional personnel hired by the District as Mr. Newell transitions into retirement and Mr. Curtin transitions into the position of General Manager. Funding for additional office expenditures will also be addressed with the implementation of new filing and control procedures. A Special Warrant Item will be added to the regular meeting on June 12th to ask voters to appropriate reserve funds for the above mentioned items. A quorum will be needed to vote on the Warrant. Notice of the meeting will be officially posted on the front and back door at the 305 Townsend Road Office as well as the official WGWSO Website. Additional notices of the meeting will also be posted at the Post Office, Senior Center and Town Hall. Mr. George Wheatley expressed concerns over the appearance of larger than needed capital reserves. It was explained that these reserve funds are necessary for much needed capital improvement projects coming up in the near future. Gordon also gave thanks to Fran Dillon for years of service and his efforts on behalf of the Water District to get approvals for the Town Forest Well.

As there was no further business to discuss, the meeting adjourned at 8:50 pm.

Respectfully Submitted,

Diana M. Cole, Treasurer/Clerk